

NOTICE OF MEETING

**Washington County Fair Board
Washington County Fair Complex
Main Exhibit Hall South
873 NE 34th Avenue
Hillsboro, OR 97124
Wednesday, June 13, 2012
4:30 p.m.**

The Washington County Fair Board will hold its regular monthly meeting on Wednesday, June 13, 2012 at 4:30 p.m. at the Washington County Fair Complex Main Exhibit Hall South, located at 873 NE 34th Ave, Hillsboro OR 97124.

Meetings are recorded.

Agenda & Meeting Procedures are attached

Washington County Fair Board Meeting Agenda

Washington County Fair Complex, Main Exhibit Hall South

Wednesday, June 13, 2012

4:30 p.m. to 6:00 p.m.

873 NE 34th Avenue, Hillsboro, OR 97124

Fair Board

Don McCoun, President
Betty Atteberry, Vice-President
Scott Nelson, Board Member

Bill Ganger, Board Member
Dan Logan, Board Member

Gary Seidel, Board Member
Andy Duyck, Board Member

A. Call to Order

B. Oral Communications I

This is the time when members of the audience may step forward to address the Board. This opportunity is time-limited to two (2) minutes per individual. The maximum time for this Oral Communications period is ten (10) minutes. Another (longer) oral communication opportunity is available at the end of the agenda for those who need longer than two minutes. Speakers may select only one oral communications opportunity. Those providing written testimony are requested to provide 10 copies.

C. Approval of Minutes

1. May 2012 Fair Board Meeting Minutes

D. Reports

1. Financial Report
2. 4-H Update

E. Old Business

1. Fair Update
2. Fundraising/Foundation

F. New Business

1. None

G. Other Matters of Information

1. County Administrative Office Update, if any
2. Other, if any

H. Oral Communications II

As noted above, this is the second opportunity for the public to address to Board if more than two (2) minutes is needed. This opportunity is time-limited to five (5) minutes per individual. The maximum opportunity for this Oral Communications period is thirty (30) minutes.

I. Adjourn

Minutes
Washington County Fair Complex Board
Wednesday, May 2, 2012

Convened: 4:35 pm

FAIR COMPLEX BOARD:

President Don McCoun

Board Member Bill Ganger

Vice President Betty Atteberry

Board Member Gary Seidel

Board Member Dan Logan

Board Member Scott Nelson

Board Member Andy Duyck

STAFF:

Leah Perkins-Hagele, Fair Complex Manager

Rod Rice, Deputy County Administrator

Nancy Karnas, Fair Assistant

A) Call to Order

- 1) President McCoun called the meeting to order at 4:31 p.m. and noted that all were present except Board Member Seidel.

B) Oral Communications 1 – NONE

C) Approval of Minutes –

- 1) President McCoun called for a motion to accept the March minutes as corrected. Board Member Duyck asked if staff was in agreement for the requested changes submitted by Mr. Black the previous month. Fair Manager Perkins-Hagele replied that staff had reviewed the recording and compared to the suggestions and the corrected minutes are the accurate corrections. Board Member Duyck moved to accept the corrected Minutes.

Motion by Board Member Duyck to approve the March Minutes as corrected. 2nd by Board Member Nelson. Motion carried 6-0.

- 2) President McCoun asked for a motion to approve the minutes for April. Vice President Atteberry moved to accept the board minutes as presented.

Motion by Board Member Atteberry to approve the April Minutes as presented. 2nd by Board Member Nelson. Motion carried 6-0.

D) Reports

1) Financials –

- a) Fair Manager Perkins-Hagele presented the financial. Perkins-Hagele stated receipt of approximately \$45,000 in hotel motel tax and projections are to meet or exceed the projected budget for that line item. Perkins-Hagele stated that the expenses for this time period are similar to the previous month. President McCoun asked if the hotel motel revenue is up from normal or from what was received for 2011. Deputy County Administrator Rod Rice replied that finance has been comparing the revenue

from previous years and the projections appear to be higher for the upcoming fiscal year more information would be discussed later in the meeting. Board Member Ganger asked if the water line has been repaired as discussed in April. Perkins-Hagele stated that no the grounds are still sodden and equipment has not been able to be placed on the grounds yet. Board Member Nelson asked if the increase is for the next fiscal year and approximately what percentage. Rice stated yes the increase is for the next fiscal year and a 5% increase in addition to the anticipated 11% increase already budgeted.

Motion by Board Member Duyck to approve the April Financials as prepared. 2nd by Board Member Atteberry carried 6-0.

b) Deputy County Administrator Rice presented the board with a summary of trends for revenue and expenses for the complex. Rice stated that many departments rely on this type of forecasting tool; it is used to create an ending fund balance reserve. Rice stated that the idea is to have this balance be a cushion in case of any unexpected expenses due to weather, repairs or other factors. Rice stated that studies would have to be done to gather information on potential revenue, including the rental of the Cloverleaf after the kitchen remodel. Rice stated that the current fund balance is below the ideal level which was due to the land swap, Cloverleaf Remodel and other necessary expenses over the last few years. Rice stated that many of the land swap expenses were not under the control of the Fair Manager and needed to be looked into. Rice stated that he was aware of several large expense bills being brought to the Fair Complex related to the land swap. President McCoun asked for clarification on what the fair paid. Fair Manager Perkins-Hagele stated that the fair was responsible for legal fees, title fees, miscellaneous expenses related to the swap and added that the numerous expensive studies done and related safety repairs have been a significant part of the spending. Board Member Duyck asked for clarification about including the Cloverleaf building in the study. Rice stated that this is a study for potential revenue. Discussion ensued regarding the current rates and rental frequency of the Cloverleaf building. Rice continued the presentation by directing the board to the actual fair expenses on page 2 of the document. Board Member Duyck asked for clarification on the fair personnel service expense particularly the dollar amount dropping significantly in 2011. Rice stated that that particular year the MOU came into effect and the amount was adjusted to split the expense more accurately between the Interim and Fair expenses. Fair Manager Perkins-Hagele stated that year only temporary salaries were allocated to the Fair fund but that was only for that year, the formula for allocating expenses has been a work in process. Board Member Nelson asked for clarification of the Interfund line item. Perkins-Hagele stated that line item, also known as indirect charges in the financials, encompasses charges from departments such as County Counsel, Human Resources, Finance and others.

- 2) **4-H Update** – Pat Willis was not available for the meeting, President McCoun read a letter from Mr. Willis to the board. Points included:
- a) April 7th 4H and FFA had a successful Master Showmanship workshop event.
 - b) 4H has been in contact with FFA advisors to help coordinate judges.
 - c) 4H project exhibit judging day will be Saturday July 21st at the Exhibit Hall, a result of feedback from parents requesting judging all static exhibits on one day.
 - d) Requesting a walkthrough in late May for the Horse Group to make sure they are prepared.

E) Old Business

- 1) Fair Update** – Fair Manager Leah Perkins-Hagele referred the board to the press release regarding the new title sponsor EG Metals, INC. Perkins-Hagele stated that Spirit Mountain was not able to commit due to the down economy but the new sponsor is very excited to be a part of the fair. Perkins-Hagele stated an email was sent regarding the issue with the location for the Miranda Cosgrove concert. She continued that the concert will be moved back to the amphitheater grounds and it will be an easier process and less expensive than the Arena location. Perkins-Hagele stated that excitement has been brewing for the concert and advertising has begun. Perkins-Hagele continued that the Arena will now be open again for events, the original concept of moving the Draft Horse show to Thursday night would be ideal not affecting the budget. Perkins-Hagele continued that leaves Friday night open for an event but the budget has not been adjusted. President McCoun asked if that is the recommended action or if there are other options. Perkins-Hagele replied at this late of a stage this would be the best option but she would need direction from the board. Perkins-Hagele stated that change in the concert location leaves a large empty space on Saturday and Sunday on the festival grounds. Perkins-Hagele stated that a local Latino promoter is interested in producing an event for Sunday in which very little cost would be associated, leaving Saturday open for an event. Perkins-Hagele stated that unfortunately this late in the process finding a low cost option for the evening is very difficult. Board Member Nelson moved to add the truck pull for Friday night. A brief discussion ensued regarding the previous years Latino events. Board Member Logan asked if the Sunday Arena event could be held earlier in the evening to relieve traffic congestion. Perkins-Hagele stated that a time change is possible but not sure if that would make a difference with the parking issue.

Motion by Board Member Nelson to add The Truck Pull Friday Night Arena Event . 2nd by Board Member Logan Motion carried 6-0.

- 2) Fundraising & Auction-** Fair Manager Leah Perkins-Hagele stated that fundraising has been going well and is nearly at the \$10,000 goal. Perkins-Hagele stated that the event scheduled for May 12th will be a thank you social for those who have donated funds. Deputy County Administrator Rice stated he had received a recommendation from Commissioner Schouten for an attorney that can handle the groups formation which is the next step. Rice stated that a meeting will be held with the attorney on May 30th.

F) New Business –None

G) Other Matter of Information

- 1) County Administrative Update** – Deputy County Administrator Rod Rice stated that not much has been occurring on the grounds this past month. Rice stated that the county focus will be on examining the current levels of spending and revenue.
- 2) Letter from Boosters regarding Food Booth-** President McCoun stated that a letter from Lyle Spiesschaert, Chair of the Booster Group was sent to Andy Duyck. Board Member Duyck stated that Rice, Mr. Spiesschaert and himself met for several hours to discuss the booster involvement in the fair. Board Member Duyck referenced the concerns that were published in the newspaper recently that the Booster group feels they are being shut out of fundraising and volunteering at the fair. Board Member Duyck felt the meeting was an opportunity for both sides to come together and discuss those matters in depth. Duyck stated that the group needed to recognize that the Fair Board is the legal entity to decide issues at the fairgrounds. Duyck felt Mr. Spiesschaert understood that the fair board does make the decision but Spiesschaert felt more should be given to the boosters. Board Member Duyck stated it was important for everyone to be heard but in the end a decision will be made and everyone should get

behind that decision. Board Member Duyck felt the booster group should be involved in the breakfast but not as an entity themselves but they can volunteer labor to the event. Duyck stated that the fair should welcome people to come in and volunteer but under the Fair Board's direction. President McCoun stated that he would welcome assistance from the booster group during the breakfast that the Fair Board will be providing during fair. Fair Manager Perkins-Hagele stated that all are welcome to volunteer and to contact her directly for that. Board Member Duyck stated that this breakfast was a great idea that originated with the boosters and they do deserve credit for that. Fair Manager Perkins-Hagele added that with the sponsorship the event will be free everyday of fair this year. Board Member Ganger mentioned the involvement of the Waffle Lady, Perkins-Hagele stated that she will be contacted.

H) Oral Communications 2-

- 1) **Matt Pihl, Booster Member-** Mr. Pihl directed the board to the Booster correspondence that was sent to Commissioner Duyck. Mr. Pihl stated that it appeared through past minutes that the Boosters still were sponsoring the breakfast and wanted to know when that had decided upon. Mr. Pihl stated that the March minutes didn't seem to make a clear distinction of the boosters no longer being involved. Fair Manager Perkins-Hagele stated that the matter would be looked into and brought to the board.
- 2) **Tom Black, Washington County Citizen-** Mr. Black inquired about the change of location of the concert and the relative placement of the food vendor approved for the arena. Mr. Black stated that he was present during the Booster meeting where they discussed the application process and how they felt they were not notified of the deadline. Fair Manager Perkins-Hagele stated that the board vote was for an arena concessionaire which is not affected by the concert moving. President McCoun stated he was under the impression the issue of application being mailed had been resolved. Perkins-Hagele stated the matter was looked into and the board was emailed that the original application was sent with a cover letter in late fall, the second in February did not have a cover letter.

I) Adjourn

- 1) With no further business before the Board, President McCoun adjourned the meeting at 5:41 p.m.

Leah Perkins-Hagele
Recording Secretary

Don McCoun
Board President

County of Washington

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MEMORANDUM

Date: June 7, 2012

To: Washington County Fair Board

From: Leah E. Perkins-Hagele, Fair Complex Manager

Re: Financial Reports

The YTD financial statement through May 2012 for Fiscal Year 11/12 will be available at the meeting.